

**U.S. Department of Energy
FEDERAL ASSISTANCE REPORTING CHECKLIST**

Other Editions Are Obsolete

For additional instructions see FAL Management of Report Deliverables

1 Identification Number: DE-FXXX-GOXXXXXXXX, XXXX	2. Program/Project Title:
3. Recipient:	

4. Reporting Requirements:	Frequency	No. of Copies	Addresses										
MANAGEMENT REPORTING <input checked="" type="checkbox"/> Progress Report <input checked="" type="checkbox"/> Special Status Report (see Special Instructions) SCIENTIFIC/TECHNICAL REPORTING (Reports/Products must be submitted with appropriate DOE F 241. Forms are available at https://www.osti.gov/elink/index.html <table style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Report/Product</th> <th style="text-align: left;">Form</th> </tr> <tr> <td><input checked="" type="checkbox"/> Final Scientific/Technical Report</td> <td>DOE F 241.3</td> </tr> <tr> <td><input checked="" type="checkbox"/> Conference papers/proceedings*</td> <td>DOE F 241.3</td> </tr> <tr> <td><input checked="" type="checkbox"/> Software/Manual</td> <td>DOE F 241.4</td> </tr> <tr> <td><input type="checkbox"/> Other (see special instructions)</td> <td>DOE F 241.3</td> </tr> </table> <p><i>* Scientific and technical conferences only</i></p> FINANCIAL REPORTING <input checked="" type="checkbox"/> SF-269, Financial Status Report (<i>Long Form</i>) <input type="checkbox"/> SF-269A, Financial Status Report (<i>Short Form</i>) <input type="checkbox"/> SF-272, Federal Cash Transactions Report CLOSEOUT REPORTING <input checked="" type="checkbox"/> Final Invention and Patent Report <input checked="" type="checkbox"/> Property Certification <input type="checkbox"/> Other (Final Narrative Report) OTHER REPORTING <input type="checkbox"/> Other (see special instructions)	Report/Product	Form	<input checked="" type="checkbox"/> Final Scientific/Technical Report	DOE F 241.3	<input checked="" type="checkbox"/> Conference papers/proceedings*	DOE F 241.3	<input checked="" type="checkbox"/> Software/Manual	DOE F 241.4	<input type="checkbox"/> Other (see special instructions)	DOE F 241.3	Q** A** F*** A A Q, F F F	Upload only 1 copy to the address in the next column at the interval specified in the previous column	All reports must be submitted via https://gowba.go.doe.gov/uploadreports
Report/Product	Form												
<input checked="" type="checkbox"/> Final Scientific/Technical Report	DOE F 241.3												
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FREQUENCY CODES AND DUE DATES:

A - Within 5 calendar days after events or as specified.	S - Semiannually; within 30 days after end of the reporting period.
F - Final; 90 calendar days after expiration or termination of the award.	Q - Quarterly; within 30 days after end of calendar quarter or portion thereof
Y - Yearly; 90 days after the end of the reporting period.	

5. Special Instructions: Forms are available at: http://www.go.doe.gov/funding_post_award.html <p>Special Status Report: Provide notice of problems, delays, or adverse conditions, which materially impair the Recipient's ability to meet the objectives of the award or developments that have a significant favorable impact on the project. The report must include the remedial action to be taken to correct or resolve any problem or adverse condition.</p> <p>** Reports are to be written for public disclosure. Reports should not contain any proprietary or classified information, other information not subject to release, or any information subject to export control classification.</p> <p>*** Final Scientific/Technical Report – In addition to electronic submission, provide 2 hard copies to the DOE Project Officer specified in Block 11 of the Notice of Financial Assistance Award.</p>
